



TOWN OF AMHERST

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ASSISTANT PUBLIC WORKS DIRECTOR / ENVIRONMENTAL PROGRAMS COORDINATOR **Grade 18 (\$64,646 - \$79,976)**

FUNCTION Performs administrative work providing management assistance to the Public Works Director.

SUPERVISION RECEIVED Work is performed under administrative direction of the Public Works Director. Work requires extensive exercise of initiative and independent judgment and involves a broad scope of coordinating and liaison duties. Work is reviewed through conferences, status reports, and results achieved.

SUPERVISION EXERCISED Provides administrative direction to Division Head personnel in the Public Works Department. The employee in this class represents the Public Works Director in his absence and has full authority for professional and administrative operations of the Divisions of the Department to include but not limited to wetland permitting, engineering, roads, building maintenance and grounds, fleet equipment maintenance, floodplain/Stormwater management, Baboosic Lake community septic, emergency services, air quality/climate change, and landfills.

EQUIPMENT USED But not limited to; computers, photocopiers, scanners, plotters, fax, printer, internet communication, GPS devices, cameras, water sampling equipment, site investigation devices and tools.

EXAMPLES OF WORK PERFORMED / ESSENTIAL FUNCTIONS

1. Develops and maintains the town-wide Stormwater management program in compliance with federally-mandated Stormwater quality rules and regulations.
2. Conducts research, prepares reports, to Federal and State officials, and provides recommendations for appropriate town department heads and policy-makers to achieve environmental program goals.
3. Provides off-site environmental technical and inspection assistance for the town and public when appropriate.
4. Develops and implements public education programs on environmental requirements and initiatives.

5. Assists in overall management, administration and supervision of Public Works divisions and Public Works functions.
6. Assists in the preparation and maintenance of departmental policies and procedures; provides direction to division managers regarding programmatic, operational and technical problems; directs the investigation of administrative management and operational problem areas and to determine corrective solutions.
7. Researches, coordinates and implements State and Federal mandated Public Works programs.
8. Secures grants and funding for Public Works programs and projects.
9. Coordinates and administers Public Works contracts.
10. Oversees construction management for Public Works construction projects.
11. Prepares and reviews reports, specifications, construction plans and proposals for Public Works and improvement projects.
12. Assists in the preparation and administration of the annual departmental budget.
13. Provides training and direction to Public Works personnel.
14. Interfaces with the public, contractors, consultants, other departments and governmental agencies concerning public works matters.
15. Prepares revenue forecasts and other financial reports.
16. Forecasts and plans for future capabilities.
17. Participates in contract negotiations for equipment, services and materials and monitors contractual performance and compliance of all contracts.
18. Initiates and develops continuing education programs for staff.
19. Attends conferences, meetings and hearings.
20. Prepares and analyzes reports.
21. Acts as Public Works Director in his absence.
22. Performs related work as required.

WORK CONTACTS Frequent contact with the Director of Public Works, Public Works Foremen, employees, and the general public. Project contacts with State and Federal agencies,

consultants, and contractors. Purposes of contacts are to exchange information, make explanations and to resolve complaints.

CONDITIONS OF WORK Work is subject to varying post or job site assignments and may be subject to call-back or on-call status and irregular schedules to include completion of work assignments on weekends and holidays. Work is also subject to traveling and irregular hours in order to perform work assignments. Work is sometimes performed in remote, isolated areas.

All employees of the Town of Amherst are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. All employees are considered to be available for these types of events and will immediately respond, in accordance with Emergency Operations Center Plan, when directed by his immediate supervisor. Such call to respond and assist may involve those activities assigned to his regular job responsibilities and incorporate other non job related duties as necessary and required of an employee to respond to the emergent matter at hand. An employee's response to these matters may require the working of unusual, long hours over a possibility of an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor to discuss their requirement for response.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Broad knowledge of:

- principles and practices of civil engineering as applied to the development and management of public works activities
- modern methods, principles and practices of Public Works management
- principles and practices of public administration, municipal organization and processes, management systems and concepts, budgetary and financial procedures, grant writing and data processing applications
- business and personnel management techniques
- governmental services, equipment and materials contract requirements
- research, analysis, evaluation and reporting techniques
- principles and practices of supervision, training and evaluate

Skill in:

- identification and correction of administrative and operational problems
- utilization of administrative and management concepts to improve or establish effective and economical management systems and procedures

- planning, organizing coordinating and timely completion of assigned projects and programs
- the preparation of concise and accurate reports

Ability to:

- efficiently perform and supervise multiple administrative assignments of overall department scope, in major administrative areas in conformance with state and federal laws
- exercise judgment and discretion in matters of policy design and implementation and personnel management
- analyze and interpret financial and accounting records
- prepare complex financial documents, reports and analyses
- plan, assign and supervise the work of subordinates
- make decisions in accordance with established policies and regulations
- analyze situations and determine appropriate or alternative actions
- operate standard office equipment to include computers, typewriters and calculators
- communicate clearly and concisely, both orally and in writing
- maintain accurate and up-to-date records and documentation
- establish and maintain cooperative working relationships with those contacted in the course of work

TRAINING AND EXPERIENCE

Any combination of training, education and experience that demonstrates the required knowledge skills and abilities is qualified. A typical way of obtaining the knowledge, skills, and ability outlined above is graduation from a four-year college or university or major course work in civil engineering and six years of progressively responsible civil engineering and public works or utilities experience, at least two of which were a management and supervisory level.

Special Requirements:

EIT able to obtain PE within one year of employment

New Hampshire Licensed Professional Engineer

Valid New Hampshire Driver license